

FILING A DOCUMENT/DOCKETING- MOTIONS/APPLICATIONS

****EXAMPLE: MOTION TO DISMISS****

[Local Rule 1017-1](#)

The following instructions will guide you through the process of filing and docketing a motion or application in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu, and then click on Motions/Applications hypertext link.

STEP 2 The **Case Number** entry screen appears.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the title 'File a Motion' is displayed. A 'Case Number' label is followed by a text input field containing '02-00011'. To the right of the input field, a small text string reads '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

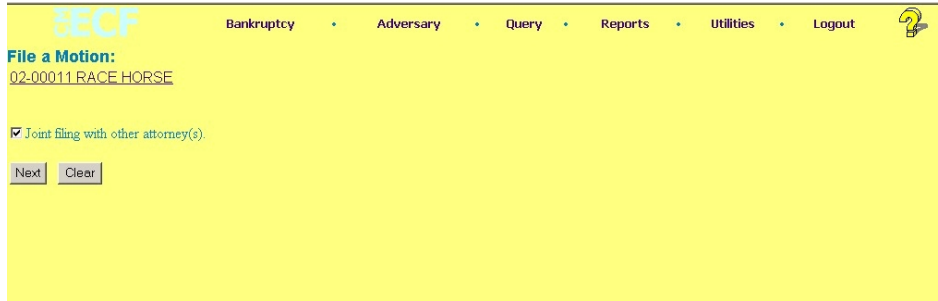
- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you to select the type of motion/application being filed.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the title 'File a Motion' is displayed. The case number '02-00011 RACE HORSE' is shown. A dropdown menu is open, displaying a list of motion types: Convert Case Chapter 11 to Chapter 7, Deconsolidate/Discontinue, Deter Fee, Deposit Funds into Court Registry, Deposit Unclaimed Funds, Disallow Claims, Dismiss Case (highlighted), and Dismiss Party. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

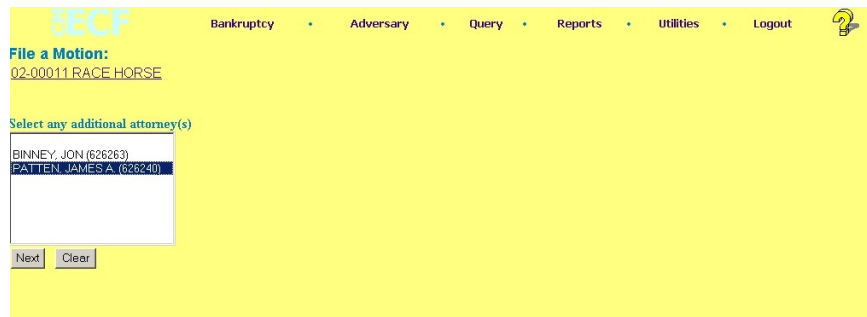
- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

STEP 4 This screen allows you to select whether or not you are filing the motion/application with a joint attorney.



- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking on [Next] and proceed to **Step 6**.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click [Next]

STEP 5 Select any additional attorney(s) screen appears.



- ◆ Click on the additional attorney filing the joint motion and Click [Next]

STEP 6 Select the Party screen appears

- ◆ If the name of party(s)/filer(s) you are searching for is listed, click on the name, click on **Next** and then proceed to **Step 9**. [If the selection box is full, use the scroll arrows to further search for the party name]

To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.

- ◆ If the name of party is not listed, click on **Add/Create New Party**
- ◆ The **Search for a party** screen appears.

- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**.

- ◆ If name is not listed, click on **Create New Party** and proceed to **Step 7**.
- ◆ If the name is listed, click on it. Click **Select name from list**.

- ◆ Party's information appears for verification and modification, if necessary.
[This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Proceed to **Step 9**.

STEP 7 The **Party Information** screen appears.

- ◆ Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

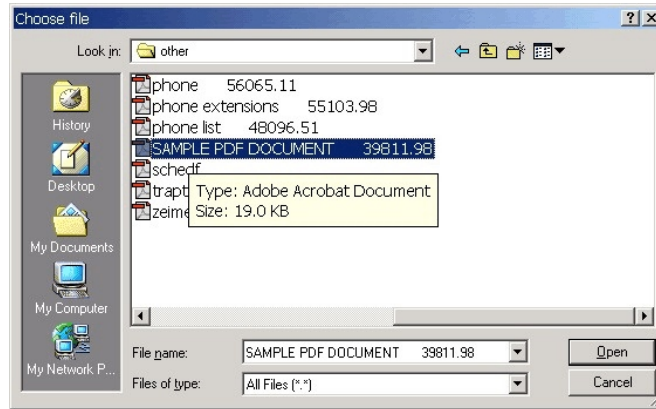
STEP 8 The **Select the Party** screen appears with your party highlighted. Click on **Next**.

STEP 9 The attorney/party association screen appears.

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

STEP 10 Select the PDF Document screen appears.

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document
- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the pdf document (for example: C:\199cv501-21.pdf)

Filename
W:\imaging\other\SAMPLE PDF DOCL

Attachments to Document: ☐ No ☒ Yes

If there are attachments to document, e.g. exhibit, appendix, etc.

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**.

STEP 11 Select one or more attachments screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

W:\imaging\other\SAMPLE PDF.DOC

2) Select a document type and/or enter a description.

Type	Description
Affidavit	Joe Banker, First Citizens Bank

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

- ◆ Click on **Next** and the following screen appears.

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:

02-00011 RACE HORSE

Objection due date: 12/2/2002

NOTE the 10 days to object to the Motion will be automatically calculated in ECF. This date **CANNOT** be modified. Click on **Next**.

STEP 12 Docket Text: Modify as Appropriate screen appears.

ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Motion:
02-00011 RACE HORSE

Docket Text: Modify as Appropriate.

Motion to Dismiss Case Filed by RACE HORSE , RICHARD SAMSON .

Agreed
Alias
Amended
Expedited
Fifth
Final
First
Fourth
Interim
Joint

To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.
- ◆ **To add additional text:**
- ◆ Click in the second box.
- ◆ Type in any additional description of motion/application.
- ◆ Click on **Next** to continue

Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

STEP 13 Docket Text: Final Text screen appears.

ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Motion:
02-00011 RACE HORSE

Docket Text: Final Text
Motion to Dismiss Case Filed by RACE HORSE, RICHARD SAMSON. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

The screenshot shows the 'Notice of Electronic Filing' screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area has a title 'Notice of Electronic Filing' and a sub-header 'The following transaction was received from SAMSON, RICHARD entered on 11/21/2002 at 9:21 AM MTN and filed on 11/21/2002'. Below this, it lists: Case Name: RACE HORSE, Case Number: 02-00011, and Document Number: 25. A 'Docket Text' section shows 'Motion to Dismiss Case Filed by RACE HORSE, RICHARD SAMSON (SAMSON, RICHARD)'. A section titled 'The following document(s) are associated with this transaction:' lists a 'Main Document' with its original filename and an 'Electronic document Stamp' containing a long alphanumeric string. Two sections follow, both titled '02-00011 Notice will be electronically mailed to:', listing email addresses for JAMES A. PATTEN and RICHARD SAMSON. A final section, '02-00011 Notice will not be electronically mailed to:', lists physical addresses for JON BINNEY and MARTIN KING in Missoula, MT.

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/21/2002 at 9:21 AM MTN and filed on 11/21/2002

Case Name: RACE HORSE
Case Number: 02-00011
Document Number: 25

Docket Text:
Motion to Dismiss Case Filed by RACE HORSE, RICHARD SAMSON (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: K:\magn3\o02-40403 32369.13.pdf
Electronic document Stamp:
[STAMP bkcfStamp_ID=986323682 [Date=11/21/2002] [FileNumber=406-0] [b
948f7a1309cfab80db1e3948f6226cf479201bb449cb696b43b9b009521a4532995c50
151d419aac8c5e1e699fa2dcb050b762d0548bcedec1d0b010ab41030]]

02-00011 Notice will be electronically mailed to:

JAMES A. PATTEN japatten@yahoo.com
RICHARD SAMSON samsonrj@yahoo.com,

02-00011 Notice will not be electronically mailed to:

02-00011 Notice will not be electronically mailed to:

JON BINNEY
PO BOX 333
MISSOULA, MT 59801

MARTIN KING
PO BOX 333
MISSOULA, MT 12345

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]